

## **INSTRUCTIONS TO FILE PETITIONS ELECTRONICALLY**

In accordance with Executive Order of the Governor # 216, and in an effort to mitigate the spread of COVID-19, candidates for municipal office have the option to file petitions electronically. **ONLY** petitions may be filed electronically; all other forms which comprise the Application for Candidacy **MUST** be filed in paper form. Candidates will be provided with standard paper petitions by the Office of the City Clerk and may file both paper and electronic petitions if they so choose. Those wishing to file electronic petitions must follow these instructions:

**STEP 1:** Download the Petition Form which corresponds to the office which you seek (Mayor, Council at Large or Ward Council). You must fill in your name as you intend for it to appear on the ballot, as well as the mailing address of your residence, your email address and the title of the office which you seek.

**STEP 2:** Save the Petition Form complete with your name, address, email address and office sought, on your computer or laptop.

**STEP 3:** Email the saved Petition Form to the individual that you wish to have sign it. Those individuals who agree to sign the petition must apply their electronic signature to the Petition Form as well as provide their printed name as it appears on their voter registration and their residence address (Number, Street & Zip Code). Each signatory signs one (1) petition per candidate. For example, if you secure 15 individuals to electronically nominate you, then the Clerk's Office should receive 15 separate electronic petitions nominating you.

**STEP 4:** Once the individual has electronically signed the petition, he or she must save the electronically signed Petition Form on his or her computer and email it to the City Clerk **directly**. **PETITIONS EMAILED BY THE CANDIDATES THEMSELVES WILL BE DISCARDED.**

Those individuals who have signed an electronic petition must email the completed petition to the email address which corresponds to the office for which the candidate is seeking:

Mayor:	<a href="mailto:petitions-mayor@jcnj.org">petitions-mayor@jcnj.org</a>
Councilperson at Large:	<a href="mailto:petitions-at-large@jcnj.org">petitions-at-large@jcnj.org</a>
Councilperson, Ward A:	<a href="mailto:petitions-ward-a@jcnj.org">petitions-ward-a@jcnj.org</a>
Councilperson, Ward B:	<a href="mailto:petitions-ward-b@jcnj.org">petitions-ward-b@jcnj.org</a>
Councilperson, Ward C:	<a href="mailto:petitions-ward-c@jcnj.org">petitions-ward-c@jcnj.org</a>
Councilperson, Ward D:	<a href="mailto:petitions-ward-d@jcnj.org">petitions-ward-d@jcnj.org</a>
Councilperson, Ward E:	<a href="mailto:petitions-ward-e@jcnj.org">petitions-ward-e@jcnj.org</a>
Councilperson, Ward F:	<a href="mailto:petitions-ward-f@jcnj.org">petitions-ward-f@jcnj.org</a>

Electronic petitions must be received **on or before** Monday, August 30, 2021 at 4:00 P.M.